



City of Kansas City, Missouri Job Class Specification

Job Title: PUBLIC HEALTH STATISTICIAN **Department:** HEALTH
Job Code: 4018 **Status:** EXEMPT **Grade:** ME-E

Summary

This is moderately complex and specialized research work involving the application of specialized knowledge to public health statistics and data analysis.

Work involves responsibility for the planning, coordination and supervision of the gathering, analyzing, and reporting of basic statistical data of a public health program. Work also involves responsibility for performing the more complex assignments requiring considerable skill in research, analysis, and presentation of data as well as development of methods and procedures in the survey and analysis of all statistical data in connection with administrative, medical, vital events and other public health studies. Work requires considerable initiative and judgment. Work products are judged by an administrative superior on the basis of reports and results achieved.

Duties and Responsibilities

- Devises and develops procedures for the reporting and recording of statistical data; develops reporting forms and procedures for on-line processing of data; provides background information for research projects.
- Analyzes tabulated data; plans and prepares forms for detailed and summary tables reporting results of research studies; constructs illustrative charts for graphic expression of tabular data; prepares periodic statistical reports to summarize departmental activities.
- Gathers, reports and analyzes public health, demographic, sociological, and other statistical data; reviews and analyzes reports for accuracy and completeness; corresponds with and visits reporting organizations and agencies to alleviate reporting problems.
- Applies statistical techniques such as computation of averages, percentages, distributions, standard errors, linear and non-linear equations of relationships and correlation coefficients; interprets results of statistical analyzes; prepares written reports.
- Performs related duties as assigned.

Technical Skills

Considerable knowledge of:

Basic and advanced mathematical and statistical methods and formulae and their Application and evaluation to the analysis and evaluation of public health, social, economic, and demographic data.
Health research techniques and sources and availability of information relating to a comprehensive public health program.

Ability to:

Plan and outline statistical procedures necessary in the compilation and analysis of data.

Analyze and interpret complex statistical data and to present analyses and conclusions with clarity and precision in written and graphic form.

Education and Experience

Accredited Bachelor's degree in public health, biological sciences or related field including 15 hours in statistics, mathematics, or epidemiology and three (3) years of relevant statistical experience;

or

A master's degree in statistics or related field and one year related experience.

Certificates/ Licenses/Special Requirements

- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.
- Must pass a physical examination as prescribed by the city.

Supervisory Responsibility

**Supervision
Received**

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

4/99

Revised

9/06, 8/10